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IDENTIFIERS	Civil Rights Act 1964; Fair Labor Standards Act; National Labor Relations Act

ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, presents students with a brief introduction to federal laws that protect workers' rights. Emphasis is placed on the Fair Labor Standards Act, the National Labor Relations Act, and the Civil Rights Act. The instructor material includes the following items: unit objectives, specific objectives, suggested activities, an outline of information given in the student instructional materials, transparency masters, a key to the unit review, and references. The student material contains objectives, an introduction, information sheets, assignment sheets (with activities such as matching, quizzes, and puzzles), and a unit review. Student materials and transparency masters are illustrated with line drawings. (KC)

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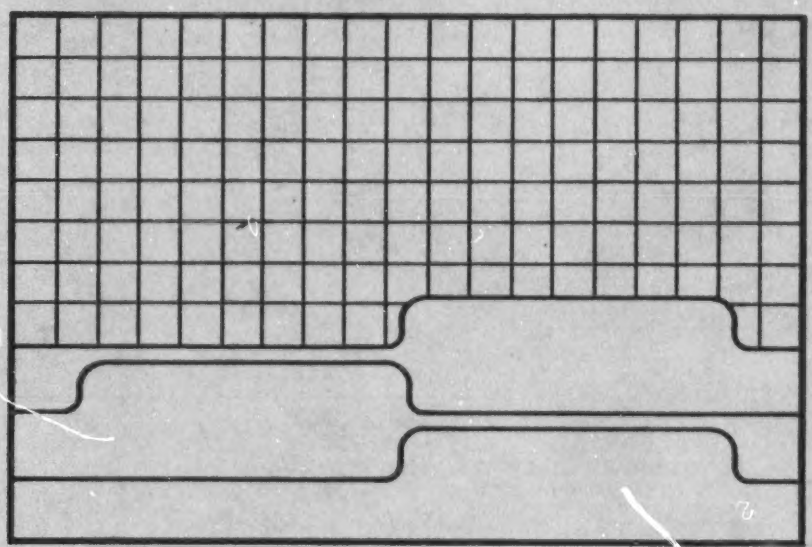
Cooperative Occupational Education

Instructor Material

and Student Material

Unit 15
Employment Laws



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INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION D - ON THE JOB

UNIT 15 - EMPLOYMENT LAWS

UNIT OBJECTIVE

To present the students with a brief introduction to Federal laws that protect workers rights.

SPECIFIC OBJECTIVES

1. Identify the five laws that set standards for employment.
2. Identify whom to contact if your rights are violated.

EMPLOYMENT LAWS

UNIT 15

SUGGESTED ACTIVITES

I. Instructor

A. Prepare transparencies (TM 15-1)

B. Discuss objectives

C. Discuss Information Topics (IT 15-1)

D. Review Assignment Sheet (AS 15-1)

E. Administer and evaluate unit review

F. Suggestions to the instructor

1. Additional information concerning the laws convered in this unit can be obtained by contacting the nearest office of the U.S. Department of Labor.

2. The following state offices can also be contacted for information.

a. Missouri Division of Employment Security Job Service Local Office

b. Missouri Commission On Human Rights
P.O. Box 1129
Jefferson City, MO 65101

c. Missouri Division of Labor Standards
P.O. Box 449
Jefferson City, MO 65102

II. Student

A. Read and discuss unit objectives

B. Read and discuss Information Topics

C. Conplete Assignment Sheets

D. Read and discuss Assignment Sheets

E. Complete unit review

INSTRUCTIONAL MATERIALS

I. Included in this unit

A. Objective Sheet

B. Information Topic Sheets

1. IT 15-1: What You Should Know About: Five Laws Governing Employment

C. Transparency Masters

1. TM 15-1: Worker's Rights

D. Assignment Sheet

1. AS 15-1: What You Have Learned About: Employment Laws

E. Unit review and key

II. References

A. Beginners Guide to Work. Jefferson City, MO: Missouri Department of Industrial Relations, Division of Employment Security, 1977.

B. Child Labor Information. Jefferson City, MO: Missouri Division of Labor Standards.

C. Elsberg, T. Career Exploration: You and Your Future. New York: Fairchild Publications, 1975.

D. Gooch, B. G., L. Carrier, and J. Huck. Work: Pathway To Independence. Chicago: American Technical Society, 1979.

E. Handy Reference Guide to the Fair Labor Standards Act. Kansas City, MO: U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, 1982.

F. Missouri's Discriminatory Employment Practices Law and Poster. Jefferson City, MO: Missouri Commission on Human Rights.

G. Orientation to Employment. Columbia, MO: Instructional Materials Laboratory University of Missouri-Columbia, 1976.

H. OSHA: Your Workplace Rights in Action. Kansas City, MO: U.S. Department of Labor, Occupational Safety and Health Administration, 1978.

I. Pre-Employment Inquiries and Equal Employment Opportunity Law. Kansas City, MO: Equal Employment Opportunity Commission, 1981.

J. Social Security for Young People. Washington, DC: Department of Health, Education, and Welfare, 1973. (teacher guide, pamphlets, wall chart, magazine)

EMPLOYMENT LAWS

UNIT 15

I. Federal laws regulating employment are:

A. Fair Labor Standards Act

1. Establishes a minimum wage for covered employees.

2. Identifies enterprises that must pay a minimum wage.

3. Addresses employment of typical employees.

4. Defines when employer furnished facilities can be considered wages.

5. Establishes subminimum wage provisions.

6. Describes exemptions from the provisions.

7. Establishes provisions for child labor.

8. Describes recordkeeping requirements for employers.

9. Establishes the agency responsible for administration and enforcement of the Act.

B. National Labor Relations Act

1. Also known as the Wagner Act.

2. Created the National Labor relations Board.

a. Responsible for administration of labor laws.

3. Guaranteed workers the right to organize.

4. Guaranteed collective bargaining.

5. Supported workers right to elect representatives to negotiate with management.

6. Defined certain actions by employers as unfair labor practices.

7. Established certain actions by unions as unfair labor practices.

C. The Civil Rights Act

1. Prohibits employment discrimination on the basis of:

a. Race

b. Color

c. Religion

d. National origin

e. Sex

f. Handicap

2. Established the Equal Employment Opportunity Commission. which administers and enforces the Act.

3. The Act establishes a complaint procedure.

E. Any employee who feels his/her rights as a worker have been violated should contact the nearest office of the U.S. Department of Labor for information. We are suggesting that students who feel their rights are being violated bring their complaints to you, the instructor, so you can help the student assess the problem and decide on a course of action.

EMPLOYMENT LAWS

UNIT 15

KEY TO UNIT REVIEW

A.
1. c
2. e
3. d
4. a
5. b

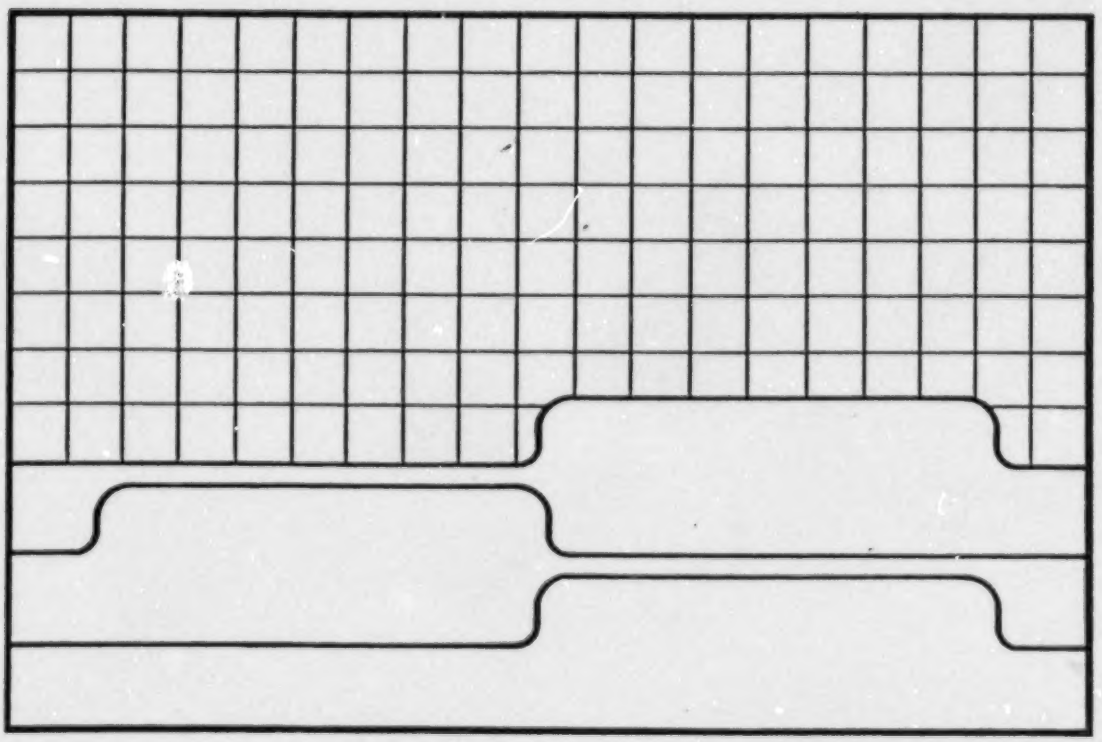
B.
1. F
2. T
3. F
4. T

Employment Laws Protect Worker Rights

- Set standards for wages, child labor and record keeping
- Guarantee workers the right to organize.
- Treat all persons equally.
- Require equal pay rate for females and males.
- Ensure workers' safety and health.

Cooperative Occupational Education
student material

Unit 15
Employment Laws



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Employment Laws

After completing this unit, you will be able to:

- Identify the five laws that set standards for employment.
- Identify whom to contact if your rights are violated.

Introduction

For many years laws have been passed to protect the worker on the job. In this unit you will look at laws that affect you on your job. You will learn about rights that all workers have and how these laws protect those rights.

What You Should Know About **Employment Laws**

People have been working for thousand of years, With time, laws have been made to protect the worker.

The Federal government has passed laws that affect workers and employers. These laws set standards for protecting the rights of workers.

There are five Federal laws that you should know about.

- The Fair Labor Standards Act
- The National Labor Relations Act
- The Civil Rights Act
- The Equal Pay Act
- The Occupational Safety & Health Act

THE FAIR LABOR STANDARDS ACT
Sets standards for wages, child labor and records that employers must keep for each employee.

THE NATIONAL LABOR RELATIONS ACT
Guarantees workers the right to organize and form unions to bargain with employers.

THE CIVIL RIGHTS ACT
Requires employers to treat all persons equally regardless of race, sex, age, religion, color, national origin or handicap.

THE EQUAL PAY ACT
Requires employers to pay males and females the same rate of pay if they are doing the same type of work.

THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)
Requires employers to provide work places that ensure workers' safety and health.

Employers are also subject to other federal, state and local laws that protect the rights and safety of workers.

You should be familiar with the laws so that you will know if your employer is not treating you as the laws require.

If you feel that your rights as a worker are violated you should first talk to your coordinator.

Your coordinator can look into the problem and see if your employer is breaking the law. If the problem cannot be resolved by your coordinator, your employer and you, you can take the problem to the state or federal agency that deals with that law. Your coordinator can help you contact the right agency.

What Have You Learned About **Employment Laws**

Match each law with the statement which describes how it can help you as an employee.

1. Fair Labor Standards Act
2. National Labor Relations Act
3. Civil Rights Act
4. Equal Pay Act
5. Occupational Safety & Health Act

____ A. As a female train engineer for a railroad, you receive the same pay as a male engineer.

____ B. While working with chemicals at a major manufacturing plant you are required to wear safety goggles and an oxygen mask.

____ C. You feel the factory where you work does not give workers enough benefits so you ask a union representative to help organize the employees.

____ D. Because you work for a coal mine in southern Missouri, the coal company cannot force your eleven-year-old sister to work for them also.

____ E. You have a hearing disability, but this handicap does not affect your ability to operate an office computer. The employer must not treat you differently from other employees.

Name: _____

Unit 15 Review

A. Draw a line from each law in Column A to its correct definition in Column B.

A	B
1. Fair Labor Standards Act	a. Requires employers to pay males and females the same rate of pay if they are doing the same type of work.
2. National Labor Relations Act	b. Requires employers to provide work places that ensure workers' safety and health.
3. Civil Rights Act	c. Sets standards for wages, child labor, and record keeping.
4. Equal Pay Act	d. Requires employers to treat all persons equally regardless of race, sex, age, religion, color, national origin, or handicap.
5. Occupational Safety & Health Act	e. Guarantees workers the right to organize and bargain with employers.

B. Write true or false in front of each statement below.

_____ 1. If you think your rights as a worker have been violated, you should quit your job immediately.

_____ 2. You should talk to your coordinator if you feel your employer is not treating you fairly under the law.

_____ 3. If you think your employer is violating employment laws, you should just keep quiet and be glad you have a job.

_____ 4. You, your coordinator, and your employer should work together to solve any problems dealing with employment laws.

My evaluation shows that I understand this unit and that I am ready to continue.

_____
Student Signature

The student has completed this unit to my satisfaction and is now ready to continue.

_____
Instructor Signature